



INVITATION TO BID NO: 09-R-2208741

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY : 010022  
DEPARTMENT OF FINANCE  
AGENCY REQ. NO. : 934106RA  
T-NUMBER :  
DATE ISSUED : 07/22/09  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1421628  
BUYER NAME : CRIST WATTS

FOR: REPLACE CARPET IN FOLSOM BLDG

BUYER PHONE NO. : (334) 242-4291-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 08/18/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 08/19/09 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE  
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_  
RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE  
ITEM 7 - COPY REQUIREMENT.

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.  
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN  
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO  
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 04/07/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPERATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURUIG REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY WILL RESULT IN REJECTION OF THE BID RESPONSE  
FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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#### INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

#### ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

#### INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

#### PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

#### SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

#### INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

#### BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

#### FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

#### BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

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AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING  
ALL SPECIFICATIONS.

## PRICE SHEET

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## INVITATION TO BID

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 010023 / 010M01 FINANCE ALA BLDG RENOV FIN AUTHORIT FOLSOM BLDG 11 SO. UNION ST. MONTGOMERY AL 36130					
00001	COMMODITY CODE: 360-10-064867 CARPET: FURNISHED AND INSTALLED PER PROVIDED SPECIFICATIONS:	1	JB		

ALL VENDOR INTERESTED IN BIDDING ON THIS  
INVITATION TO BID MUST ATTEND THE  
MANDATORY PRE-BID CONFERENCE. FAILURE TO  
ATTEND THE MANDATORY PRE-BID CONFERENCE  
WILL RESULT IN YOUR BID BEING REJECTED.

## PRE-BID CONFERENCE INFORMATION:

DATE: AUGUST 6, 2009

TIME: 9:30 AM

PLACE: STATE PURCHASING

100 NORTH UNION STREET, SUITE 192  
MONTGOMERY, AL 36104

PAGE TOTAL

BID TOTAL

## Folsom Building Carpet Replacement Project

### SCOPE OF WORK

The carpet replacement project will be divided into 4 (four) areas

#### 1. 1<sup>st</sup> floor hallway

- A. Contractor shall remove existing carpet tiles and reinstall them in room 121B.
- B. Contractor shall perform any floor prep as needed
- C. Contractor shall furnish and install selecting VCTT floor covering as specified by the State of Alabama.
- D. Contractor shall remove any furniture, file cabinets, etc. to install flooring and shall replace said items when work is completed.
- E. Contractor shall replace all transition/reducer strips.
- F. Contractor shall furnish and install all 6 inch cove base needed. This includes corners.
- G. Contractors shall use only Manufacture's approved glue/adhesive.
- H. Contractor shall clean and dispose of any debris as a result of installation.

#### 2. Suite 106 and 111

- A. Contractor shall furnish and install selected VCTT floor covering as specified by the State of Alabama.
- B. Contractor shall remove any furniture, file cabinets, etc. to install flooring and shall replace said items when work is completed.
- C. Contractor shall replace all transition/reducer strips.
- D. Contractor shall furnish and install all 6 inch cove base needed. This includes corners.
- E. Contractor shall furnish and install VCT tile flooring for bathroom in suite 111.
- F. Contractor shall use only Manufacture's approved adhesive/glue.
- G. Contractor shall perform all floor prep needed.

#### 3. Room 121B

- A. Contractor shall remove existing carpet tiles located at each end of the 1<sup>st</sup> floor hallway and reinstall said tile in room 121B.
- B. Contractor shall move any furniture and replace said items when work is completed.
- C. Contractor shall furnish and install any 6 inch cove base as needed.
- D. Contractor shall perform any floor prep needed.
- E. Contractor shall use only Manufacture's approved glue/adhesive

**4. Suite 129**

- A. Contractor shall remove and dispose of existing carpet and cove base.
- B. Contractor shall furnish and install selected VCTT flooring as specified by owner.
- C. Contractor shall replace any transition/reducer strips.
- D. Contractor shall furnish and install all 6 inch cove base as specified by owner
- E. Contractor shall perform any floor prep needed.
- F. Contractor shall use only Manufactures approved glue/adhesives.

**General Scope of Work**

- 1. All work can be performed during normal business hours. Any work that needs to be performed after normal hours must be approved by the State Project Coordinator.
- 2. All yardages given in specifications are to be considered estimates only. Contractor must measure to ensure quantities needed to perform the scope of work.
- 3. The project manager of the contractor will be held responsible for his/her employees access and their behavior. Any contract employee wandering around the building and/or displaying any improper behavior will be removed from the building.

**Special Conditions**

- 1. Upon review of the lowest bidder meeting the requirements of the ITB and prior to the award, the State and the lowest bidder will meet to select the VCTT flooring colors based on the specifications to ensure style and colors are satisfactory.
- 2. The Contractor must provide with the bid a LETTER OF CERTIFICATION stating the contractor is certified to install this selected VCTT flooring.
- 3. The Contractor will be given 30 days to complete project once he has the flooring in hand.



**Specifications for Cove Base**

6 inch vinyl cove base ( .080 x 6 in. x 48 in. ) colors to be selected by owner.  
Estimated linear sq. ft.- To be measured and determined by contractor.

**Specification for VCT tile for bathroom**

Selected VCT ( equal to Congoleum's " Alternatives" ) estimated sq.ft. 70

**Specification for VCCT floor covering**

Selected VCTT flooring ( C & A - Powerbond ) Product Name- Applause II  
Product Style- 02803

NOTE # 1: See attached master specification for VCTT flooring and  
substitutions/equals

NOTE # 2: Square Yardages are estimates only. Contractor is responsible for measuring  
areas to ensure quantity needed.

Hallway estimated sq. yds.- 360

Offices estimated sq. yds.- 500



## 4.04 MANUFACTURING SPECIFICATIONS

Provide products from the following manufacturers (NO SUBSTITUTIONS) that meet the specifications herein.

- C&A - Powerbond® RS® with vinyl cushion (basis of design)
- Mannington - Infinity 6 foot with vinyl cushion
- Lees - Lees6™ ICT backing with Ergosair® vinyl cushion

## A. General Specifications

1. Product Name - Applause II
2. Product Type - Closed Cell Vinyl Cushion Backing
3. Product Style Number - 02803
4. Product Color Number - 28507 Seaweed and 28517 Marine
5. Total Product Weight - Minimum of 80 oz. per square yard

## B. Face Construction

1. Construction - NO LESS THAN 100 stitches per square inch
2. Width - Six (6) feet
3. Gauge - NO LESS THAN 12<sup>th</sup> Gauge
4. Face Weight - Maximum 18 oz. per square yard
5. Pile Height Average - NO GREATER THAN 0.117 inches
6. Fiber System - Nylon continuous filament only, Type 6 or 6,6
7. Dyeing Method - Solution or Yarn died

## C. Backing System

1. Primary Tufting Substrate - Synthetic Non-woven
2. Sealant Coat (Pre-Coat) - Sealant Vinyl
3. Backing Type - Closed Cell Vinyl Cushion-ONLY
4. Backing Weight - 35.5 oz/sq yd
5. Backing Density - 18.5 lbs/cu ft
6. Backing Thickness - 0.156 inch
7. Backing Compression Set - max 10%
8. Backing Compression Deflection - min 7 lbs at 25%
9. Installation Adhesive System - Factory supplied or applied adhesive with no detectable VOCs. A cured Microencapsulated Tackifier applied to the back at the time of manufacture is preferred.
10. No anti-microbial (pesticide) treatments applied in backing during manufacturing